

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.696
	STATE OF HAWAII	8.697
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		8.699

Class Specifications  
for the classes:

### BOATING AND OCEAN RECREATION HARBOR AGENT II, III, IV, V

#### **Series Definition**

Positions in this series are responsible for the operation and maintenance of harbors for light and medium draft vessels under the jurisdiction of the Department of Land and Natural Resources, small boat ramps; and the monitoring and permitting of recreational and commercial activity in the waters of the State of Hawaii. This responsibility includes waters designated as Ocean Recreation Management Areas (ORMA) as well as the ocean waters of the State from the high water mark out to three miles. ORMAs have been established to (1) provide for increased public access; (2) reduce user conflicts; (3) promote overall public safety; and (4) avoid possible adverse impacts on humpback whales or other protected marine life.

Harbor operation and maintenance duties include assigning berths; regulating movement of vessels in the harbor; providing for billing and collection of fees; enforcing traffic, boating and harbor regulations; inspecting boats; and inspecting and maintaining harbor facilities and equipment. In addition, positions oversee recreational and commercial ocean activities within the harbors and in waters surrounding the harbors out to three miles, to ensure compliance with State laws and rules, and address user conflicts. Examples of recreational and commercial ocean activities are surf contests, canoe regattas, tour boats, charter cruises, and commercial fishing charters.

#### **CLASSIFICATION FACTORS AND EVALUATION**

Class levels in this series are distinguished on the basis of the following classification factors: 1) nature and variety of work, 2) nature of available guidelines, 3) nature of supervision received, 4) purpose and nature of interpersonal relationships required, 5) supervisory responsibilities, and 6) knowledge and abilities required. The interaction of these factors are discussed at each level under two major headings: 1) the characteristics of the harbor, ocean recreation and commercial activity in the waters surrounding the harbor, and 2) the nature and scope of responsibility.

- 1) Characteristics of the harbor, recreational and commercial ocean activity. Level determinations consider characteristics such as, but are not limited to, the size and location of the harbor; number and types of tenants; number and types of recreational and commercial ocean activity; intensity of operational and

administrative activity; extraneous elements (e.g., proximity to tourist areas, vehicular and pedestrian traffic); and/or any combinations thereof.

Combinations of these considerations contribute toward making the operational activity of a harbor and its surrounding waters more intense and complex. Increasing intensity and complexity of operations, in turn, makes the job of positions in these classes increasingly more difficult. For instance, the larger harbors have more tenants and permits issued, increasing proportionately the number and impact of decisions which must be made and enforced. Multiple use harbors which service both recreational and commercial activity require enforcement of different rate structures for use of harbor facilities; increase the potential for conflicting interests among different groups of harbor users; and increase the kinds and amounts of harbor and ocean traffic. The increase in ocean recreation and commercial activities in waters surrounding the harbors increases the number of user conflicts and safety issues to be addressed. Proximity to major metropolitan, tourist and other recreational areas also increases the amount of shore traffic and congestion (vehicular and pedestrian). These factors in turn increase the number, kind and criticality of decisions which must be made and enforced.

While each harbor and their surrounding ocean recreation area differs from any other according to particular characteristics of individual local conditions, common elements and characteristics are grouped in categories according to operational activity and complexity as follows:

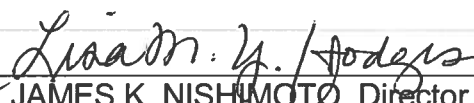
- a) Least active and complex
- b) Moderately active and complex
- c) Significantly active and complex
- d) Most active and complex

- 2) Nature and Scope of Responsibility. This factor concerns the nature and extent of supervisory control received and exercised over the work of other employees.
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This is the first class specifications for the new classes BOATING AND OCEAN RECREATION HARBOR AGENT II, III, IV & V.

DATE APPROVED:

12/18/15

  
for JAMES K. NISHIMOTO, Director  
Department of Human Resources Development

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**Distinguishing Characteristics**

Positions in this class are one of two types:

1. Type 1 positions are responsible for the operation and maintenance of one or several small boat harbors, boat ramps, and ocean waters of the State representing harbor and ocean activities which are operationally the least active and complex.

The harbors and boat ramps are located in more rural areas, away from principal metropolitan and/or tourist areas; have a small number of berths (less than 50) and permits issued; have little demand for temporary and permanent berthing; and have minimal or low level of harbor or recreational and commercial ocean activity.

Positions work alone with latitude for scheduling daily activities. General supervision in these operations and maintenance activities is received from a higher level representative of boating, ocean recreation, and harbors management who is located at the district office. Positions may seek guidance or assistance from the district office for matters outside of routine day-to-day operational and maintenance activities of the assigned harbor or boat ramp; and/or for resolution of conflicts arising in the surrounding ocean waters (may include ORMA's).

2. Type 2 positions perform duties required to operate and maintain the assigned harbors and/or boat ramps; and enforce compliance with laws and rules for recreational and commercial ocean activities in the waters near and surrounding the assigned harbors and/or boat ramps. Positions report to a higher level boating, ocean recreation, and harbor agent who has authority over and responsibility for the operation and maintenance of these areas.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

Type 1: Assigns and reassigns berths to permanent and visiting boaters; inspects boats for compliance with State laws and requirements and makes reports concerning violations; performs minor rough carpentry and painting; makes recommendations for more extensive repairs or improvements; performs grounds keeping and custodial duties; keeps records necessary to bill tenants for use of moorings and other facilities; collects fees and charges; issues receipts; records and reports unsafe practices, damage to property, condition of harbor facilities, vessel counts, arrivals and departures; investigates and reports oil spillage or other pollution in the harbor; maintains order,

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Implements and ensures compliance with boating and ocean recreation laws and harbor rules; serves as liaison between the Boating and Ocean Recreation Division, harbor tenants and the general public.

Type 2: Interprets, explains and enforces all laws, rules and regulations pertinent to the operation of small boat harbors and related ocean recreation areas; maintains order and insures that restricted areas are secured against entry by unauthorized vehicles and individuals; regulates and controls the movement and parking of vehicles; regulates the movement of vessels in the harbors; assigns berths; observes and assists in the docking and undocking of vessels; records vessel arrival and departure times; arranges for mooring of boats in the harbors; issues temporary mooring permits to transient boats; conducts initial and annual vessel inspections for compliance with State and Federal boating laws and to ensure boats are in good material and operating condition; maintains checking procedures for proper vessel registration and documentation; initiates action on abandoned and derelict vessels and marine debris; conducts physical inventory of vessels in the harbor to ensure no unauthorized mooring and to determine availability of berths; maintains current waiting list for mooring and other use permits; inspects the physical condition of harbor grounds and facilities; performs minor painting and simple repair work in the upkeep of harbor facilities; performs custodial duties to keep grounds and facilities clean, sanitary and in good working order; maintains inventory of office and janitorial supplies; processes maintenance and repair requests to appropriate agency; prepares periodic reports on facility condition; investigates and reports oil spillage and other pollution to proper authorities; maintains records necessary for the collection of fees from harbor users and commercial activity operators; prepares deposit slips and deposits daily receipts; prepares correspondence and reports and replies to queries; maintains harmonious relationships among the tenants and the boating public; may testify and make recommendations on small boat harbors and ocean recreation rules; may act as harbors representative to special events groups using the harbors as headquarters or designation; may supervise one or more clerical or laborer positions.

**Knowledge and Abilities Required**

Knowledge of: Simple clerical procedures; simple arithmetic (addition, subtraction, multiplication, division); hand tools and their use.

Ability to: Establish and maintain effective working relationships with boaters and the general public; keep simple records and make simple reports; make simple arithmetic computations; learn and apply various rules and regulations; use simple hand tools used in minor repair and painting tasks; operate motor vehicles including small vans and pick-up trucks.

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**Class Distinguishers**

Positions in the following levels are responsible for the operation and maintenance of assigned harbors, and for functions such as the assignment of berths; regulation of vessel movement in the harbors; providing for billing and collection of fees from harbor users and commercial activity operators; implementing and ensuring compliance with Hawaii Administrative Rules regarding traffic, boating, ocean recreation and harbor regulations; inspection of boats; inspection and maintenance of harbor facilities and equipment; representing the operation to harbor users and the general public; acting as the senior on-site representative of harbors management at the assigned harbor complex; interpreting and enforcing State laws, and rules governing small boat harbors; and may supervise one or more clerical or laborer positions, and/or boating and ocean recreation harbor agent positions allocated to the II level.

Level III: This class is distinguished by its responsibility for overseeing, supervising and participating in the operation and maintenance of one or several harbors, boat ramps and ocean recreation areas characterized by locations away from principal metropolitan and/or tourist areas, with a large number of berths (50 to 300) and permits issued, representing harbor and ocean activities which are operationally moderately active and complex.

The use of boat ramps and recreational and commercial ocean activities in State ocean waters (may include ORMA's) varies, including the number of user conflicts arising from these ocean activities

Level IV: This class is distinguished by its responsibility for overseeing, supervising and participating in the operation and maintenance of one or several harbors, boat ramps and ocean recreation areas, characterized by such factors as locations in principal metropolitan or tourist areas; large number of berths (over 50) with long waiting periods for berthing space and permits issued; frequent need to provide temporary berthing for transient boats; usually a mix of recreational and commercial boating activity; high intensity of vessel, vehicular and pedestrian traffic; and periodic special activities such as hosting local, national and international fishing and sailing events; representing harbor and ocean activities which are operationally significantly active and complex.

Proximity to major metropolitan and tourist areas increase the diversity of commercial boating and ocean activity. In addition to charter fishing boats, these harbors also berth passenger-carrying boats engaged in various tourist-oriented boating activities

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(e.g., submarine, sailing and other ocean charters, inter-island ferry service, sport fishing charters, etc.).

The use of boat ramps and recreational and commercial ocean activities in State ocean waters (may include ORMA's) are significant with diversified types of users; and includes a significant number of user conflicts.

Level V: This class is distinguished by its responsibility for overseeing, supervising and participating in the operation and maintenance of the Ala Wai Harbor (over 700 berths and moorings) and Keehi Harbor (over 400 berths and moorings) systems, the largest and operationally most active and complex (highest number of permits issued) small boat harbors in the State.

Apart from size, the harbors are characterized by their location in the principal city on the principal island; their proximity to the major tourist destination in the State; a large waiting list for permanent berths; the need to provide temporary berthing for transient boats; a significant population of "liveaboards"; high intensity of vessel, vehicular and pedestrian traffic (much of which is not harbor connected); and periodic special activities such as hosting prestigious international sailing events.

The use of boat ramps and recreational and commercial ocean activities in State ocean waters, including ORMA's, are intense with diversified types of users; and includes a significantly excessive number of user conflicts.

**Examples of Duties:** *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all of the duties that may be assigned. This does not preclude the assignment of duties which are not listed.)*

Interprets, explains and enforces all laws, rules and regulations pertinent to the operation of small boat harbors and related ocean recreation areas; maintains order and insures that restricted areas are secured against entry by unauthorized vehicles and individuals; regulates and controls the movement and parking of vehicles; regulates the movement of vessels in the harbors; assigns berths; observes and assists in the docking and undocking of vessels; records vessel arrival and departure times; arranges for mooring of boats in the harbors; issues temporary mooring permits to transient boats; conducts initial and annual vessel inspections for compliance with State and Federal boating laws and to ensure boats are in good material and operating condition; maintains checking procedures for proper vessel registration and documentation; initiates action on abandoned and derelict vessels and marine debris; conducts physical inventory of vessels in the harbor to ensure no unauthorized mooring and to determine availability of berths; maintains current waiting list for mooring and other use permits; inspects the physical condition of harbor grounds and facilities; maintains inventory of office and janitorial supplies; processes maintenance and repair requests to appropriate agency; prepare periodic reports on facility condition; investigates and reports oil spillage and other

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pollution to proper authorities; maintains records necessary for the collection of fees from harbor users and commercial activity operators; prepares deposit slips and deposits daily receipts; prepares correspondence and reports and replies to queries; maintains harmonious relationships among the tenants and the boating public; testifies and makes recommendations on small boat harbors and ocean recreation rules; acts as harbors representative to special events groups using the harbors as headquarters or destination; plans, schedules and assigns the work of others.

**Knowledge and Abilities Required:** *(The degree of each knowledge and ability required to effectively perform the key duties for each of these classes are commensurate with the scope and level of complexity of the duties and responsibilities that are reflected in each class.)*

**Knowledge of:** Arithmetic; simple recordkeeping and reporting procedures. In addition, applicants for Boating and Ocean Recreation Harbor Agent IV and V must demonstrate knowledge of laws, rules and regulations pertaining to recreational and commercial ocean activities and the operation of small boats; safety practices pertaining to the operation of small boats and the use of harbors and boat ramps; property management and maintenance methods and practices; principles and practices of supervision.

**Ability to:** Keep simple records and prepare simple operational reports; make arithmetic computations; read, understand and ensure compliance with appropriate laws, rules and directives pertaining to recreational and commercial ocean activities and the operation of small boats and small boat harbors; establish and maintain effective working relationships with boat owners and the general public; act authoritatively within assigned jurisdiction; operate motor vehicles including vans and pick-up trucks.

In addition, applicants for Boating and Ocean Recreation Harbor Agent III, IV and V must be able to supervise the work of others.